

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice FLP-8**

**For:** State and County Offices

**FY 1999 FLP Mortgage Credit Reports**

**Approved by:** Deputy Administrator, Farm Loan Programs

*Carolyn B. Cooksey*

**1 Overview**

**A  
Background**

Currently field offices obtain their mortgage reports by FAX or mail through a GSA-approved vendor. Notice FLP-5 authorized State Offices to obtain electronic mortgage report services for County Offices. Several vendors on the GSA schedule offer reports by electronic means, including FAX and Internet access.

**B  
Purpose**

This notice provides guidance to State Offices considering a move to electronic mortgage reports.

**2 Action**

**A  
State Office  
Responsibilities**

State Offices shall:

- determine whether a move to electronic mortgage reports benefits County Offices
- contact a GSA-approved vendor who provides electronic reports
- determine whether services offered by the vendor benefit the County Offices
- ensure the vendor provides software compatible with County Office hardware
- ensure the vendor provides training and technical assistance when required.

**B  
Contact**

Direct questions about this notice to Ann Smith, LMD, at 202-720-1656.

**Disposal Date**

October 1, 1999

**Distribution**

State Offices; State Offices relay to County Offices